Trial Balance Exporter ™

(Version 4.4.3)

User Manual

Solves QuickBooks exporting limitations

Export a Trial Balance with 7 additional options!

Trial Balance Exporter ™

Table of Contents

1.0 Overview

This section provides an overview of the TBX system including uses, limitations, and program requirements.

1.1 Uses

Exports a "Net Change" or "As of" Trial Balance from QuickBooks as a comma delimited .csv file.

Uses:
- o Importing a trial balance into write-up, tax or auditing software
- o Report Monthly net change information to the home office
- o Analytical purposes in a spreadsheet program such as Excel
- o Migrating to a new program; create monthly historical journal entries

1.2 What TBX does that QuickBooks does not do

TBX offers seven additional features for printing and exporting a Trial Balance:
1) Exports P&L class codes   (Perfect for class codes used for departments or non-profit function codes)
2) Exports date ranges or "Net Change " in addition to an "As of" date
3) Exports account numbers in their own column instead of embedded with the description/name
4) Provides class code replacement table
5) Appends class codes before or after the account number
6) Exports the balances in one column instead of debit and credit columns
7) New option! Export a net change range in monthly columns.   (Perfect for migrating history)

1.3 How it works

TBX reads your QuickBooks data file and produces an export file saved as a comma delimited ASCII .CSV file.

Exports with the following columns:

- Without P&L account class codes -
  Account #, Account Name, Account Type, Account Desc, Account #(without class), Amount .

- With P&L account class codes -
  Account #, Account Name, Account Type, Acct Desc, Class code, Alias Class code (Acct# w/class), Amount.

1.4 Limitations and improvements

Features include a Class code replacement table:
If you request a trial balance with class codes, you will be presented with a replacement table that enables you to replace the client's class codes with any alpha/numerical characters.   You may also copy/paste the same class name.

Added in Versions 2.0 and higher:
  The Class code replacement table is retained for subsequent use!
  TBX will now recognize sub-class codes and inactive class codes without having to activate them.
  The "Basis" of the report will print at the top of the Trial Balance

1.5 Program requirements
- QuickBooks versions **2009 through 2014** (**U.S.** Version of Pro, Premier or Enterprise Solutions)
- Clients have reported TBX working with the Canadian and UK versions, but no guarantees… (test your date format)
- Windows XP or Windows 7. Clients have reported that it works well with Windows 8. We have not tested this.
- A working knowledge of a spreadsheet program such as Excel® and the Windows operating system
- TBX will not work on a backup file (.qbb) or accountant's copy backup file.
- First time accessing the data only; to set up access rights:
  Admin and Single user access to the "working" copy of the QuickBooks file, (.qbw)

2.0 Installation

2.1 Trial Version

The "Trial version" of TBX is actually a full working copy of the utility that is limited to exporting 25 accounts.
If your test file has more than 25 general ledger accounts with balances, the trial balance will be out of balance.
If your test data has more than 25 Balance Sheet accounts, you will not see a sample of how TBX works with the P&L.
We suggest that you test with one of the sample data files provided by QuickBooks.

When you purchase the program, we will provide a key code that will unlock all accounts.
There is *no need to reinstall Trial TBX* after purchase, as you only need to register it.

2.2 Uninstall Prior Version before reinstalling
(Only required if currently using 1.9 released 2004, 2.1 released Nov 2011)

If you have either of these two old versions installed, you must uninstall the current version before installing the new version. Versions after this will be uninstalled automatically.
1. Go To Control panel→ Add or Remove Programs→ Remove the Trial Balance Exporter application
2. Go to My Computer→My Documents → Find and delete the "TBX" folder

2.3 Download a copy of the TBX Program:

Download the program file (TrialBalanceExporterSetup.msi) and save it to a folder you can find.

Website   https://tools.asbinc.net
Home page > Click on **TBX - Trial Balance Exporter (Version XX)**
Find this: *Download free trial here* (Click on the word "here")

Find the downloaded .msi set up file, double click it and select the Run button.
1. You will get a security warning because, yes…. I did not invest in a digital signature.
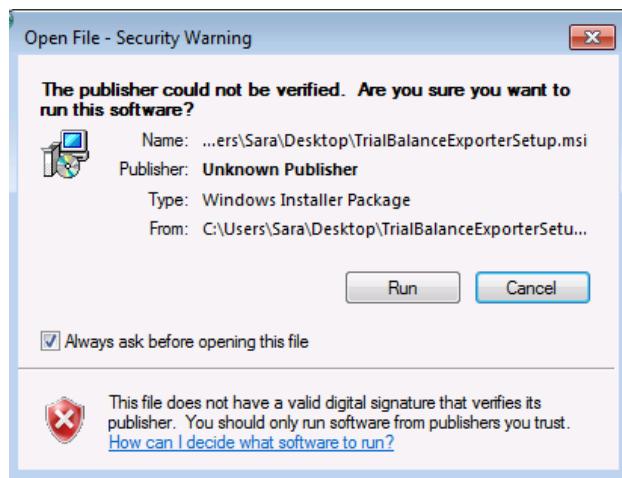
If you are worried about my identity, please feel free to call or Email me.

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2.0 Installation

2. Click the Run Button and you will see the set up wizard. Click the Next button.
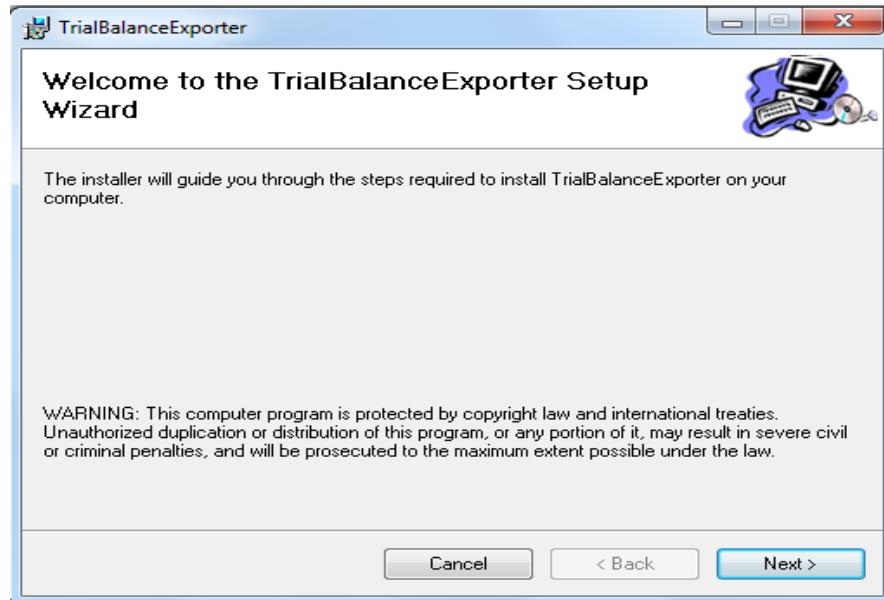
3. Check the **"Everyone"** option and change (if desired) the drive in which the application needs to be installed. TBX must be installed on the same drive as the QuickBooks program! Click the Next button.
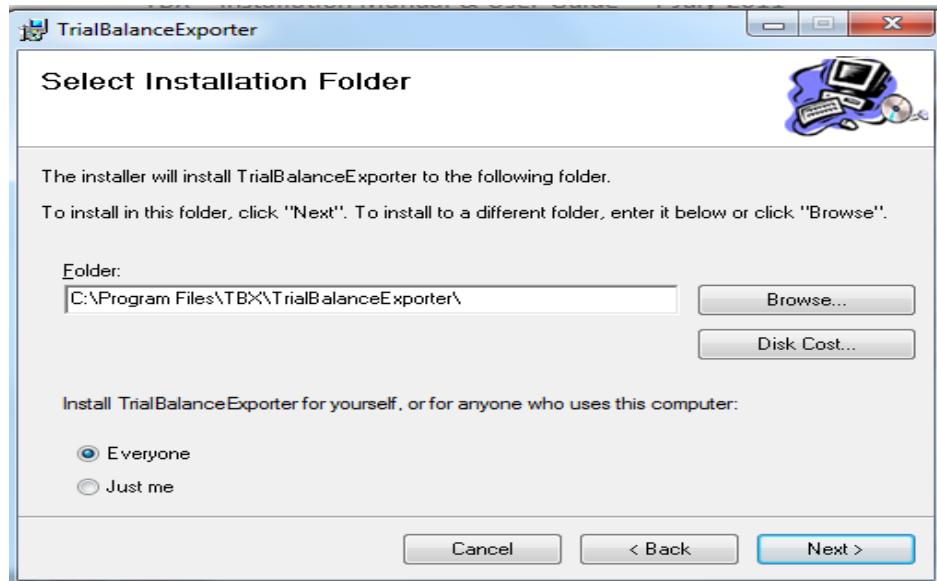
2.0 Installation

4. Click the Next button one more time!
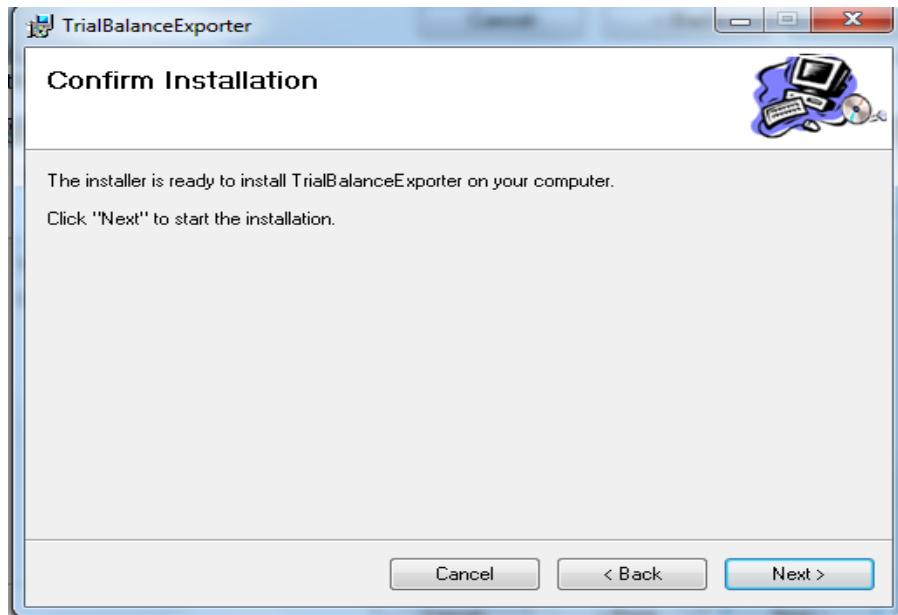
Please wait...

5. Once the installation has completed, click the Close button

6. You will now find a TBX icon on your desktop.
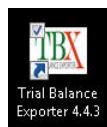
2.4 Full Version – Register the Trial Version

Click on the "Register Program" button presented at the top of the TBX main screen.
Cut and Paste the Key Code sent to you in an Email into the Key Field.

3.0 Gathering Required Information from QuickBooks

This section describes what information you will need from QuickBooks before you run TBX and how to check the required QuickBooks settings. Additionally, it discusses reports you should create in QuickBooks to test the export file.

3.1 Review QuickBooks Data and Produce Reports to test exported figures
We strongly recommend that you review your QuickBooks data and make sure that the data is correct before creating an export file.

When you are satisfied that the data is correct, print QuickBooks reports to compare to the export file.

- For "As of Date"
    1. Print a Trial Balance from QuickBooks.
    2. If pulling a trial balance by class, print an YTD P&L by Class as of the date requested.

- For "Net Change" of a date range
    1. A Balance Sheet with the "prior period" selected and including a "amount change" column.
    2. If pulling a trial balance by class, print a P&L by Class for the same date range.
       The P&L net profit should match the net change in YTD net income on the Balance Sheet.

3.2 Prepare the QuickBooks File and know your File Path

*REQUIRED*: "Use Account numbers" must be turned on in the company preferences.

REPORT BASIS – The Reports Basis setting in the company preferences determines the basis for the Trial Balance.
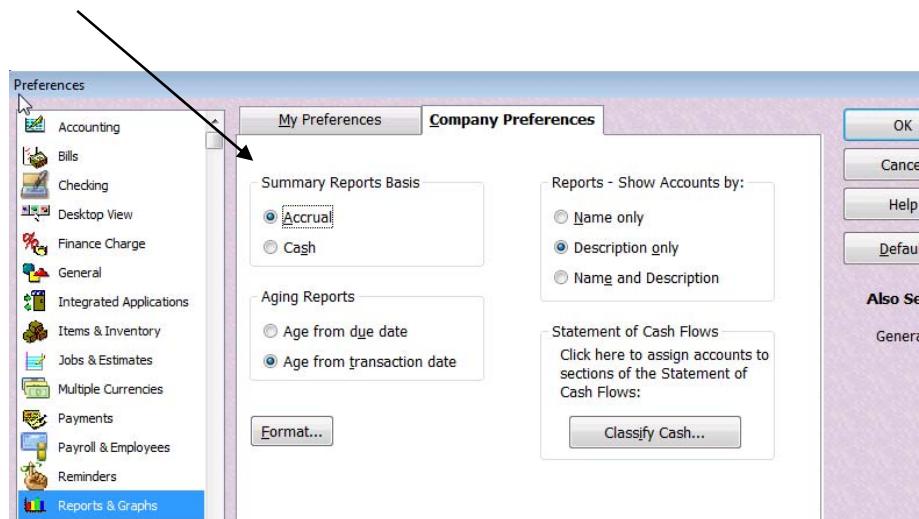
KNOW WHERE YOUR DATA FILE IS:
> To find the location of the QuickBooks QBW file, press the Ctrl and 1 keys while in QuickBooks to access the QuickBooks Product Information window. Write down the path – location and file name.

4.0 Using Trial Balance Exporter™
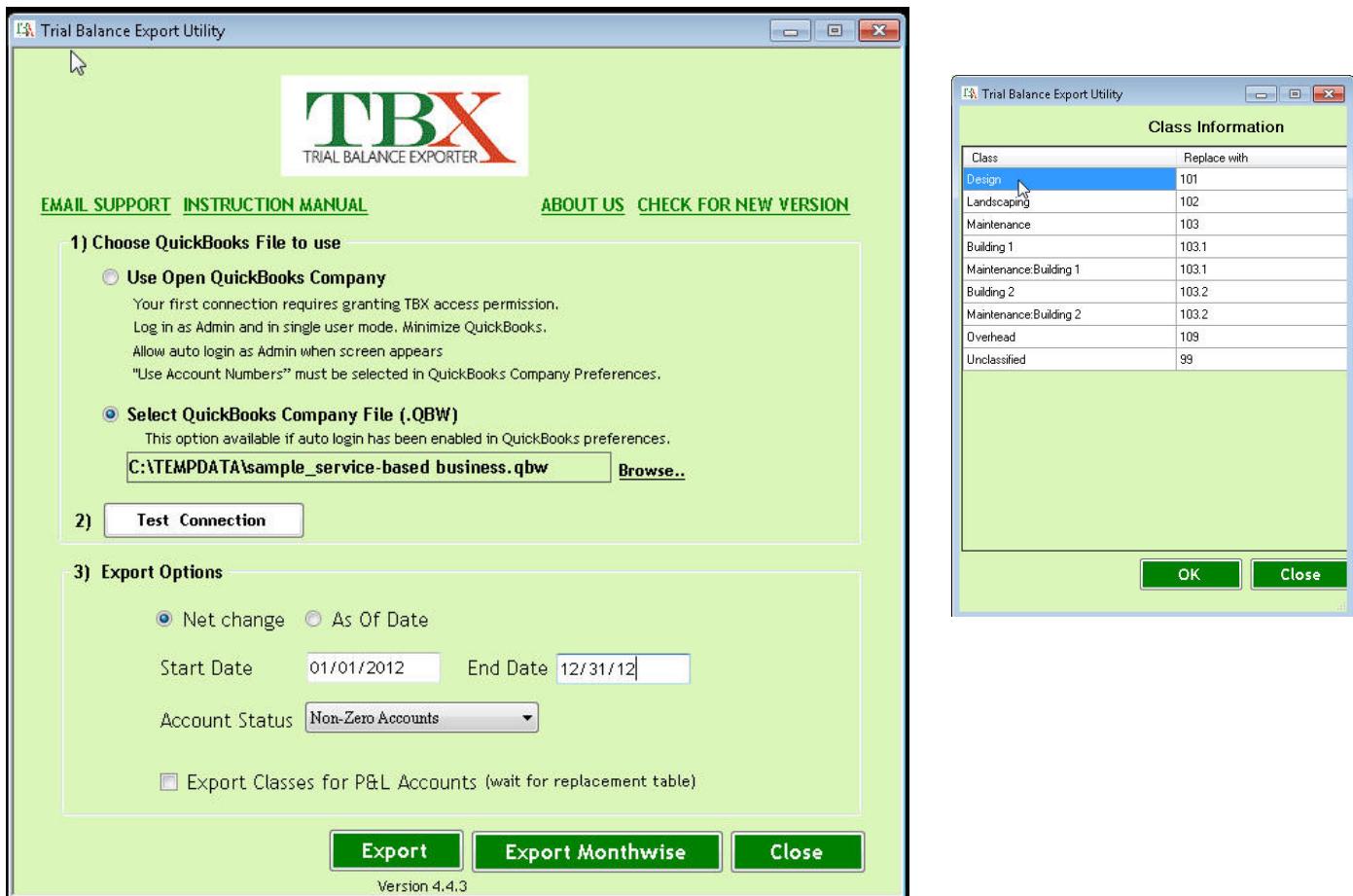
4.1 Choose QB File to Use

FIRST TIME USE - You must give TBX authorization to access the data
- Open the QuickBooks data file. Log in as Admin, Single user mode.
- Verify that "Use account numbers" is checked in the preferences.
- Minimize QuickBooks before starting TBX.
- Select the first option "Use Open QB Company."
- Click the "Test Connection" button. The following window should pop up. If hidden, look for it on the Start Bar
- Give TBX – Trial Balance Exporter access rights to read the data file as shown:

"QuickBooks "is a registered trademark of Intuit, Inc.
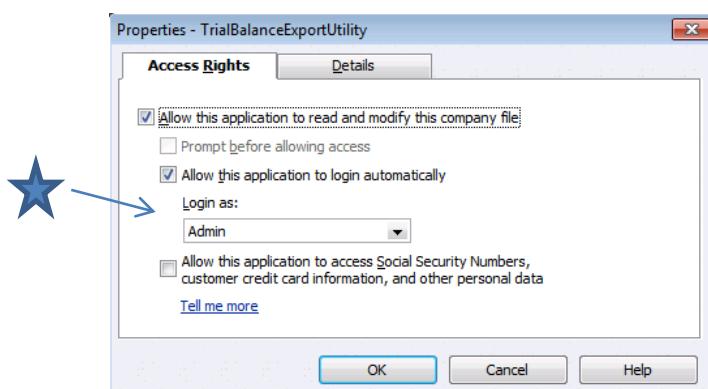
4.0 Using Trial Balance Exporter™

4.1 Choose QB File to Use

SECOND TIME USE –
- You do not need to open the QuickBooks data file.
- Select the second option "Use Open QB Company"
- Browse for the data file
- Click on the Test QB Connection button
    - If it fails, it is usually because access rights are not set up in the QuickBooks file or there is a user access rights issue with the folder that contains the data file.

4.2   Click on Test QB Connection
- If it fails using the first option, data file must be open in the background
- If it fails using the second option, retry the first option on the data file.

4.3   Exporting Options

- Net Change (within a date range)   or   "As of"

- Enter dates for the trial balance in mm/dd/yyyy format.
    - If you select *"As of "*, only one date is required.
    - If you select *"Net Change"*, you need to enter a date range. For example, to pull the net change for last year, enter 01/01/12 in the *"Start Date"* field and 12/31/12 in the *"End Date"* field.

- Select an "Account Status" option (status of the QuickBooks general ledger accounts)
    - *Non-Zero -*   This option will pull accounts that result in an answer
    - *All -*   This option will pull accounts with activity or balances, even if answer is -0-
    - *Active*   This option is not available, but is available by selecting "all." This will be corrected in the next version and "all" will pull every account in the chart.

- Export Classes for P&L accounts (only)
  Selecting this option presents a cross-reference table of the QuickBooks class code names.
  This is where you assign the numerical department codes used in the target software.
  Or you may replace the class code with any alpha numerical characters including the same name
   Assign a value to accept balances with no class code. (Unallocated)
    - If exported with class codes, it will also append the class code to the front or end of the account #

Click on the **EXPORT** button to begin the export.

Click on the **EXPORT MONTHWISE** button to begin the export of a net change in monthly columns.

Select an Export File Name and Location

4.0 Using Trial Balance Exporter™

A message will appear that states that the process may take a few minutes.
Click OK

When ready, a message will appear giving you the option to view the exported file as a text file in Microsoft ® Notepad, before exiting. We recommend that you glance at the file and compare a few of the figures to your QuickBooks reports for accuracy. There should be a -0- at the end signifying that the trial balance is in balance.

ALL DONE!   Exit the program.

Find and open the .CSV text file with a program such as Excel®. Review and edit as necessary.
The export file will contain columns that you may not need. Delete unwanted columns and configure the file, as your program requires, before importing.

Re-save the file as an .xlsx file, if desired.

Suggestions once opened in Excel-

- Highlight the columns, double click between the column headings to widen the columns

- Click on the amount column and format as "numbers"
      Exception: Do not change the format of the column dates on the monthwise report!

- Add a Sum formula to the bottom of the Trial Balance to verify that it nets to zero.
- Add a Sum formula to the bottom that include only the P&L accounts to test net income.

- If it produces two Retained Earnings figures, the Use Account Number feature was not turned on!

- If any figures present in a *scientific notation*, due to extra-long answers, this is a limitation of Excel and is not anything we can control. The CSV file will be fine. Excel does not assume that data is text, so it uses a "general" format, unless the answer is longer than allowed. We suggest importing the file into Excel, vs. simply opening the file. Files imported into Excel offer a wizard that enables you to format columns as text.

- To import into your program, please refer to your program's import specifications and instructions.

5.0 Updating and Uninstalling TBX

5.1 Uninstalling TBX

To uninstall TBX, use the Windows "Add or Remove Programs" function.

Windows XP in the default XP view

1. From the **Start Menu**, select **Control Panel**.

2. Click the **Add or Remove Programs** icon.

3. Scroll down until you find the program entitled "Trial Balance Exporter" and click **Remove**.

Windows 95, 98, Me, NT, 2000, and XP in Classic View

1. From the **Start** menu, select **Settings**, and then **Control Panel**.

2. Double-click the **Add/Remove Programs** icon.

3. Scroll down until you find the program entitled "Trial Balance Exporter" and click **Add/Remove**.

5.2 Updating TBX

We do not release updates for TBX, but will periodically issue completely new versions.
The new install of TBX should uninstall the old version automatically.

Updating current user configuration files:

Prior to version 4.4, the user's configuration files were stored in a folder called "TBX" found in your My Documents folder. This folder contains your registration key code and your class code replacement table, if you have ever exported by class code. This is the file that it references so you don't have to reenter them with each use.

We moved this user "TBX" folder to the Program Data folder in Windows in version 4.4
You will have to re-register the program and you will lose the prior class code replacement table.

Hint:
If you have a particularly long replacement table, find the old "class.txt" file in the old TBX folder and save a copy.
Paste a copy of the old class.txt file into the new TBX folder. Overwrite any file found with this name.

6.0 Trouble Shooting

- If the TEST QB CONNECTION "fails"

This means that the QuickBooks file is waiting for verification that the Trial Balance Export program has rights to access the data. Please answer **Yes**, always; allow access for ADMIN (As presented below)
You may also access this in QuickBooks. Go to Edit > Preferences > Integrated Applications > Company Preferences.
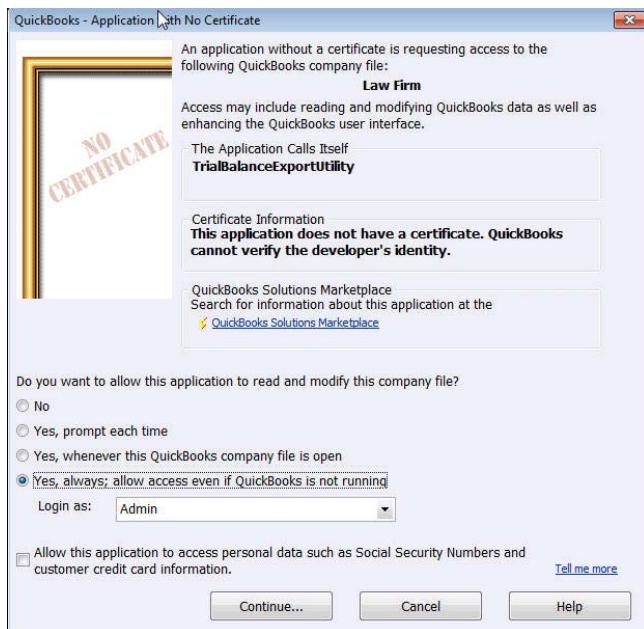
- QuickBooks authorization window will not come up? TBX requires installing QBFC10.dll
You may have another 3rd party app using an older version. TBX will not overwrite the old version. Please call.
- Error getting company FY info... Year, Month and Day parameters when trying to pull a class code export?
    Did you just convert from online QuickBooks?
    If so, is your company name missing in the Company Information screen?
- Date error messages about Year, Month & Day parameters?
    TBX requires your system date and region to be "English-United States."
- Records not found error message?   Also check your system date format. (mm/dd/yy)
- Two Retained Earnings figures? The Use Account Number feature was not turned on!
- A/P and A/R missing? Check the Reports Basis setting in the company preferences. Is it set to Cash Basis?
- If any figures present in a *scientific notation*, due to extra-long answers, this is a limitation of Excel and is not anything we can control. The CSV file will be fine. Excel does not assume that data is text, so it uses a "general" format, unless the answer is longer than allowed. We suggest importing the file into Excel, vs. simply opening the file. Files imported into Excel offer a wizard that enables you to format columns as text.
- Out of balance? Check retained earnings and see if an entire class code is missing. You have a corrupt data file.
- After you enter a .csv name, and press Export, it simply fails – Are you logged into QuickBooks as a user with full sensitive reporting rights? Try logging in as Admin.

7.0 Support

I do hope that you find my TBX program user friendly and easy to use.
If you do have any question, please email me at Support@asbinc.net

Feel free to call me at the office at 912-898-1707, but keep in mind that we are an accounting firm and I may not always be available to take your call. Please say that you are calling about the TBX program.

Enjoy!

Sara Laidlaw

Corrupt Data File:
If you have a corrupt QuickBooks data file, there are routines such as verifying and rebuilding the data, making a portable backup and restoring it, resorting all lists and making all unused class codes a sub of a class named "Z." If you need assistance with your data file, we are available for QuickBooks consulting at a rate of $75.00 per hour, one hour min.

Once your client's QuickBooks file has been reviewed, edited and approved...

Ready the QuickBooks file for first time use.
(___)	Open client's QuickBooks file. (.qbw)
(___)	Log in as ADMIN (Single User Mode) This is the default if no other users are set up.
(___)	Verify that the account numbers are activated in the company preferences.
(___)	Minimize QuickBooks so that it is open in the background.
(___)	Open TBX program.

Print QuickBooks Reports to test Trial Balance (Know the answers)

Test "As of" -
	(___)	QuickBooks Trial Balance report, if not using class codes
	(___)	If using class codes, print a P&L with class code columns
Test "Net Change"
	(___)	Comparative Balance Sheet with sub-column "$ Change"
	(___)	Print P&L report for desired date range, with or without classes.

Second time use. The second option can be used if QB is not open. Browse for the file.
(___)	Know where the file is located. (Press Ctrl 1 within QuickBooks for the path and file name)
(___)	If it fails, open the file and use the first option on the open file to verify the access authorization

Export options:
Select the type of Trial Balance desired
	(___)	Net Change
	(___)	As of
 (___)	Select date range or "as of" date. Format = mm/dd/yyyy
 (___)	Select Account Status. (Only select All accounts if you want the entire chart of accounts)
 (___)	Select Export Classes for P&L accounts, if desired.
	(___)	Assign replacement class codes to the QuickBooks class codes
	(___)	Select to append the class code to the beginning or end of the account number
(___)	Press EXPORT button to export
(___)	View the file in Notepad when offered. Verify a few of the first and last figures for accuracy.

HINTS: Once you open the file with Excel ..
	(___)	Highlight the column with the amounts. Format as numbers
	(___)	Enter a SUM calculation at the bottom of the Trial Balance to test for -0-
	(___)	Edit width and delete any unwanted columns as necessary
	(___)	Resave as an .xlsx Excel File

We recommend that the QuickBooks chart of accounts be numbered as desired before attempting to export the Trial Balance, though the .CSV export file can be edited with Microsoft ® Notepad or Excel® before you import the data into your program.